

RESOURCE BASE MONITORING AND REVIEW PROCESS

WHAT	WHEN	PURPOSE	DOCS
Pupil Plan	Beginning of term/review at monitoring visit	School to complete to confirm proportion of support child will receive. To monitor on quarterly basis.	Resource Base Pupil Plan
Monitoring	Quarterly before each Resource Base panel	Review nos of pupils and support per pupil (using pupil support plan), and pupils progress; review no of staff hours. Review R/B transitions. Review outreach support if provided.	Resource Base Monitoring Form Resource Base Staff Hours (termly profiling) Resource Base Pupil Plan
Resource Base Annual Report	June/July or Sept of following year	School to complete to describe all elements of delivery	Resource Base Annual Report Resource Base Pupil Academic Progress
Outreach Service Annual Report	June/July or Sept of following year	School to complete to describe all elements of delivery	Outreach Service Annual Report (nb Resource Bases with Outreach support complete within RB Annual Report) Outreach Services Indicators
Budget Monitoring	October of each AY	School to provide detail of budget expenditure. School also to provide provision map for first term (separate project)	Information to be provided in school format, but providing detail specified.